



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 5060.1  
C 03/plp  
20 Mar 1989

MARINE CORPS BASE ORDER 5060.1 w/Ch 1 and 2

From: Commanding General  
To: Distribution List

Subj: Parades, Honors and Ceremonies

Ref: (a) NAVMC 2691  
(b) NAVREGS, 26 Feb 87

Encl: (1) Parade Organization  
(2) Sequence of Events for Parades  
(3) Diagram of Parade Field  
(4) Inclement Weather Sequence of Events  
(5) Diagram of Inclement Weather Formation  
(6) Format for Award Citation  
(7) Format for Retirement Order  
(8) Sequence of Events for Ceremonies Conducted on the  
Quarterdeck of Lejeune Hall  
(9) Diagram of Lejeune Hall Quarterdeck Ceremony  
(10) Instructions for Execution of Daily Colors  
(11) Conduct of Monthly Morning Color Ceremonies  
(12) Diagram for Monthly Morning Colors at Lejeune Hall  
(13) Sample Parade Program

1. Purpose. To set forth policy, provide guidance, and assign responsibilities for the conduct of parades, colors and ceremonies at the Marine Corps Combat Development Command (MCCDC).

2. Cancellation. MCCDCO 5060.1.

3. Information

a. Parades, honors, daily colors, and ceremonies at MCCDC will be conducted per the appropriate portions of references (a) and (b), and enclosures (1) through (13) as may be appropriate. Units aboard MCCDC will be assigned responsibility for the specific conduct of parades, honors and ceremonies by appropriate Letter of Instruction or by a bulletin in the 5060 series.

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(1) Unit commanders conducting parades, honors, changes of command, or other similar ceremonies will strictly adhere to the procedures contained in references (a) and (b) and this Order.

(2) Any deviations from references (a) and (b), such as static displays, vehicle roll-bys, tactical demonstrations, parachute displays, etc., will require approval by a general officer in the immediate organizational chain of command.

b. Parades for awardees and retirees will normally be conducted during the period April through September on specific dates to be announced by separate bulletin in the 5060 series.

c. Normally indoor ceremonies for awardees and retirees will be conducted during the period November through February at 0900 on the last working day of each month on the quarterdeck of Lejeune Hall.

d. Weather permitting, morning color ceremonies at Lejeune Hall will be held at the front entrance at 0745 per the current MCCDC bulletin in the 5060 series. These morning color ceremonies may also be used to honor awardees and retirees, in lieu of indoor ceremonies or parades.

e. Honors will normally be rendered at the Lejeune Hall parade field for distinguished visitors. Specific conduct of Honors will be promulgated by separate Letter of Instruction or MCCDC bulletin, as appropriate.

#### 4. Action

##### a. Reviewing Officers

(1) Will normally be flag or general officers.

(2) Will be briefed by the commanding officer of the unit tasked to conduct the parade or ceremony, in conjunction with the Director, Operations Division.

(3) Principal staff officers on the staff of the reviewing officer are normally required to attend the parade.

##### b. Division Directors, Special Staff Officers, and Officers In Charge located within Lejeune Hall

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(1) Ensure all military personnel in Lejeune Hall attend the scheduled morning color ceremonies. Civilian personnel in Lejeune Hall are invited and strongly encouraged to attend. Enclosure (12) identifies specific locations/formations.

(2) Provide personnel for work parties as may be required by the Director, Operations Division to setup the color ceremony, and to police the area following the ceremony.

c. Division Directors, Commanding Officers, and Other MCCDC Officers. Invited and encouraged to attend the monthly morning colors ceremony. Those desiring to attend the monthly morning colors ceremony will notify the MCCDC Visits section of their desire for attendance the day prior to the ceremony.

d. Organizational Commanders

(1) Submit a roster of your unit's monthly persons to be decorated and retirees/Fleet Marine Corps Reserve transferees to the Commanding General \*I823\*(C 013) not later than 15 days prior to a scheduled monthly parade or retirement ceremony. Rosters will be annotated indicating those personnel desiring to participate in the Command parade/ceremony. Negative reports are required.

(2) Submit a list of all colonels and above, and distinguished guest(s) who will be attending the parade from your organization to the Commanding General (C 031), in order to ensure proper very important person (VIP) seating arrangements.

(3) Provide the traditional rose for the wives of your unit's retirees to the Command Sergeant Major on the day of a MCCDC retirement parade.

(4) Assume specific responsibility and accountability to conduct Command parades, honors, or ceremonies when directed.

(a) When assigned as the parade/honors unit, plan and conduct rehearsals (to include the inclement weather plan) as may be required.

(b) Provide appropriate guidons and all necessary parade associated equipment. Coordinate for a saluting battery when required.

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(c) For Lejeune Hall Parades, provide an adequate number of folding chairs for the reviewing stand and place the chairs per the seating plan established by MCCDC visits.

(d) For Lejeune Hall parades, erect two Fly tents behind the reviewing stand for shelter from possible inclement weather during the parade.

(e) Conduct direct liaison, planning, and coordination as may be appropriate with other supporting or participating activities, including the Band Officer.

(f) For awards and retirement parades, brief and rehearse awardees/retirees, and coordinate the narration of their citation and/or retirement orders into the ceremony. Provide for escorts for retiree wives and coordinate the presentation of their certificate of appreciation and traditional rose into the parade sequence and associate parade narrative.

(g) When assigned responsibility for parades, honors, or ceremonies, brief the reviewing officer, in conjunction with the Director, Operations Division and the MCCDC Sergeant Major.

(h) Provide the parade staff and parade/honors units.

(i) When assigned responsibility for parades, honors or ceremonies, submit supporting unit plans/orders (to include inclement weather plan) to this Headquarters (C 03) for approval no later than 15 days prior to the scheduled event.

(j) Provide a scripted narrative for the parade to the Public Affairs Officer (PAO) not later than 10 days prior to the parade. Coordinate with PAO in preparing the narrative as may be appropriate.

(k) Arrange with the Aide-de-Camp of the reviewing flag officer or with the MCCDC Visits section for personal flags when appropriate.

(l) In coordination with the Visits Section, prepare a parade program. Coordinate for printing for the parade program with the Director, Logistics Division. Provide for distribution of the programs at the parade. Verify biographies prior to printing and distribution of programs.

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(m) The uniform for parade rehearsals may be the utility uniform. Service "C" with ribbons is the parade uniform. Women Marines will wear slacks with garrison cap.

e. Commanding Officer, The Basic School. Provide a serviceable saluting battery and qualified crew/detail when requested by the parade/honors unit. Uniform for the gun crew will be determined by the parade unit commander.

f. Commanding Officer, Security Battalion

(1) Provide special traffic control, military police escort and security, as required by the commanding officer of the assigned parade/honors units.

(2) Traffic barricades at each end of Mullen Avenue are required for all Lejeune Hall morning color ceremonies.

(3) Traffic barricades and traffic control points are required at each end of Meyer and Kelton Avenues for parades and ceremonies at Lejeune Hall.

g. Commanding Officer, Marine Corps Air Facility

(1) Minimize aircraft noise during the conduct of the parades, honors and ceremonies.

(2) Be prepared to provide for the use of Hangar 2105 in the event of inclement weather during the parade season. Ensure cleanliness and a thorough police of the Hangar.

h. Health Care Advisor. Provide appropriate on-site medical support, with ambulance service on standby, for all scheduled full rehearsals of parade and honors. Such support, to include a fully equipped ambulance, will be provided for final performances. Weather conditions, time of day, and other factors, will be considerations for providing on-site ambulance support for rehearsals.

i. Director, Logistics Division

(1) In conjunction with the parade unit commander, coordinate and print a program for the parade.

(2) Provide two Fly tents to the commanding officer conducting the parade, as requested.

j. Director, Facilities Division

(1) Provide for and coordinate with the parade unit and the Director, Operations Division, for the placement of bleachers, chairs, and wooden reviewing stand. The Lejeune Hall wooden reviewing stand must be capable of seating 4 rows of 16 folding chairs. The reviewing stand may be sectional for ease of handling, and should be painted neutral gray in color.

(2) Ensure the grass is properly cut prior to each parade at Lejeune Hall.

(3) Provide one water trailer at a time and location to be designated by the parade unit S-4.

k. Director, Operations Division

(1) Lejeune Hall Morning Color Ceremony

(a) Designate the ceremony Headquarters Commandant and task the band as required.

(b) Conduct the morning colors ceremony per enclosures (11) and (12).

(c) Rehearse the monthly colors ceremony and complete the placement of chairs, podium and other accessories 30 minutes prior to the start of the ceremony.

(d) When required, ensure all seats are properly filled just prior to the ceremony commencement.

(e) Provide ushers from within the ranks of Marines in Lejeune Hall to assist senior officers and guests of the Commanding General to their seats.

(f) Ensure formations are in place and that the senior person commanding each formation is properly briefed and knowledgeable of the sequence of events.

(g) Brief and rehearse any awardees/honorees to ensure proper procedures are followed for receiving awards.

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(2) Parades, Ceremonies and Honors

(a) Provide the MCCDC Band for rehearsals of all parades, ceremonies and honors.

(b) Provide overall coordination and oversight assistance for the conduct of parades, ceremonies and honors, as may be required.

(c) Coordinate with the Military Secretary, MCCDC for the name of the reviewing officer, and when to affect the inclement weather plan or cancel the event.

(d) Ensure the Visits Section properly arranges/supervises VIP Seating. Seating charts, ushers for VIP seating, umbrellas for sudden showers, towels to wipe VIP seats, and pedestal direction signs will be used.

(e) Ensure the Head, Training and Audiovisual Support Center (TAVSC) provides audiovisual and photographic support as requested by the parade unit and/or PAO.

(f) Ensure the Head, TAVSC provides a reliable public address support with a separate back-up capability should the primary system fail. Test and verify the public address system reliability.

(g) The Visits Section will provide assistance to the commander of the parade unit in preparing the parade/ceremony program as may be required.

1. Public Affairs Officer

(1) Provide appropriate public affairs/media coverage of the parades, ceremonies and honors.

(2) Designate and provide a narrator NLT 15 days prior to the parade. Ensure that proper liaison and coordination is conducted with the parade unit and the Director, Operations Division relative to requirements for the script and sound equipment. Ensure that the narrator is properly rehearsed.

(3) Provide a biography of the Commanding General and the reviewing officer to the commanding officer of the unit conducting the parade for use in the program.

m. Adjutant

(1) Provide the Director, Operations Division (C 03) and the commanding officer of the unit conducting the parade, the consolidated list of names and organizations of personnel to receive awards not later than 14 working days prior to the parade, together with appropriate copies of any associated citation and/or retirement orders/announcements. Copies of citations and retirement orders are essential for preparation of the parade program and narration.

(2) Deliver the actual awards and accompanying citations, as well as final retirement orders when appropriate, to the Command Sergeant Major not later than five working days prior to the parade or retirement ceremony. Notify the parade unit commander when the awards have been delivered to the Command Sergeant Major.

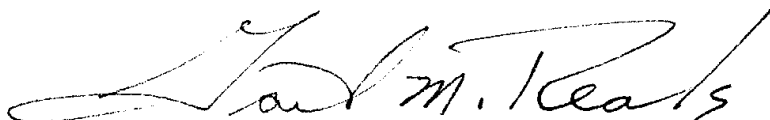
(3) Ensure Lejeune Hall windows and doors are properly positioned/secured for all parades and ceremonies at the Lejeune Hall parade field.

(4) Prepare the certificate of appreciation to wives of retirees for the Commanding General's signature. Ensure the completed certificates are proofed and delivered to the Command Sergeant Major not later than five working days prior to the parade or retirement ceremony.

(5) In conjunction with the Aide-de-Camp, conduct indoor ceremonies for Awardees/Retirees on the quarterdeck of Lejeune Hall.

n. Command Sergeant Major. Provide support to the Commanding General relative to awards presentation. Coordinate with the parade unit commanding officer relative to rehearsals and actual presentation of citations, awards and retirement orders, and the traditional retirement rose and Commanding General citation to retirees' wives.

o. Staff Secretary. Notify the appropriate sections of any change to a scheduled ceremony by initiating a frost call.

A handwritten signature in black ink, appearing to read "Gail M. Reals", with a stylized flourish at the end.

GAIL M. REALS

Deputy Commander for Support

DISTRIBUTION: A



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 5060.1 Ch 1  
C 03/k  
14 Oct 92

MARINE CORPS BASE ORDER 5060.1 Ch 1

From: Commanding General  
To: Distribution List

Subj: PARADES, HONORS AND CEREMONIES

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. In the "Encl:" section of the letterhead page, enclosures (11) and (12), change the word "Bimonthly" to read: "Monthly."


b. Paragraph 3d, second line, change the words "0800 on the first and third Thursday of each month, March through October." to read: "0745 per the current MCCDC bulletin in the 5060 series."

c. Paragraph 4c, second and third lines, change the word: "bimonthly" to read: "monthly."

d. Paragraph 4h, first line, change the title "Commanding Officer, Naval Medical Clinic" to read: "Health Care Advisor."

e. Enclosures (11) and (12), title lines, change the word "BIMONTHLY" to read: "MONTHLY."

3. Filing Instructions. File this Change transmittal immediately following page 8 of the basic Order.

  
T. C. TAYLOR  
By direction

DISTRIBUTION: A

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PARADE ORGANIZATION

1. Parade Organization

a. Reviewing Party

- (1) Reviewing Officer.
- (2) Person(s) to receive award(s)/retire.

b. Parade Staff

- (1) Parade commander (field grade officer).
- (2) Adjutant (company grade officer)
- (3) Staff Officers (three company grade officers).
- (4) Four Staff Noncommissioned Officers.

c. Battalion Composition. Battalion will be composed of two companies of three platoons each, company staffs and company guidons. Each platoon will be composed of a platoon commander, platoon sergeant, platoon guide and 3 squads of 10 Marines each.

d. Color Guard. The color guard will consist of a four-man detail to carry the national and MCCDC colors.

e. Band. MCCDC Band.

f. Personal Flag. As required for reviewing officer.

g. Saluting Battery. As required for reviewing officer.

h. Unless otherwise augmented/reinforced, responsibility for the composition of the parade Battalion is the sole responsibility of the organization assigned to conduct the parade.

ENCLOSURE (1)

SEQUENCE OF EVENTS FOR PARADES

1. H-Hour-15 Min

- a. The battalion is in column with the companies in column at parade rest.
- b. The battalion staff is at its designated position at parade rest.
- c. The Quantico Marine Band is in position on the parade field.
- d. Prior to the adjutant's call (H-Hour-5 Min): the commander of troops initially takes position with the staff six paces in front of the reviewing area and facing the line of troops. Once in position, the staff comes to parade rest. After the narrator has completed the parade introduction, the adjutant, without command, comes to attention and takes position on the parade field at the right flank of the troop line, draws sword and remains at attention.
- e. Families and guests are seated in the reviewing stand as appropriate.

2. H-Hour. The actions described below will occur.

- a. The narrator welcomes personnel to the parade and reads the introductory statement. Upon completion of the narrator's remarks, the battalion adjutant commands, "SOUND ATTENTION."
- b. Quantico Marine Band sounds attention.
- c. Company commanders, in sequence, command, "COMPANY, ATTENTION---RIGHT SHOULDER, ARMS."
- d. The battalion adjutant commands, "SOUND ADJUTANT'S CALL."
- e. The Quantico Marine Band plays adjutant's call followed by a quick march. On the first note of the quick march, the battalion staff and companies step off.
- f. Company commanders execute left flank with guidon bearer, turn about as they approach their designated turning points and move to position 12 paces center of company and mark time.

ENCLOSURE (2)

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g. As each company approaches its designated position on the troop line, the company commander commands, "MARK TIME, MARCH" (one pace from the guide) followed by four to eight counts later with "COMPANY, HALT."

h. After the company halts, the company commander commands, "ORDER, ARMS--LEFT, FACE," (this is done in succession by company commanders). The platoon commander moves to position six paces front and center of platoon and the commander executes order sword. Platoon sergeants do not come to the order on "order arms" but remain at carry sword. They come to the order only after executing "left face."

i. Once the platoon commanders are in position, the company commander commands, facing company, "GUIDES ON LINE." At the command, the guide of each platoon moves out at double time (at port arms) to position on the troop line indicated by the flags, and faces the battalion adjutant and comes to order arms, (this is done in succession by company commanders).

j. Once all guides are on line, the commander of the first company in line commands, "PORT, ARMS", faces about and commands, "FORWARD, MARCH" (this is done in succession by each company commander in an eight count movement).

k. As each company commander approaches designated position on the troop line, he/she turns about and commands, "MARK TIME MARCH, COMPANY HALT." Company commander commands, "ORDER, ARMS--DRESS RIGHT" (this is done in succession by company commanders). The right person of the front rank places himself/ herself so the center of their chest touches the guide's arm.

l. Each platoon commander executes carry sword, faces about and commands (in succession) "DRESS RIGHT, DRESS" and marches by the most direct route to the right of platoon, halts one place to the right of the front rank, and aligns the first rank. Upon completing alignment of the first rank, the platoon commander faces to the left as in marching and aligns the second and third rank in the same manner.

m. Platoon commanders return three paces ahead of and one pace to the right of the platoon guide and face left. Once the platoon commander orders "READY, FRONT---COVER," the platoon commander moves to position six paces front and center of platoon and comes to order sword. Once both platoons are aligned, company commanders face about so that they are facing the staff and come to order sword.

ENCLOSURE (2)

n. When all companies have reached their position on line, the band stops playing and the battalion adjutant moves by the most direct route to a position midway between the line of company commanders and the commander of troops, and faces the battalion. When all companies are dressed, the battalion adjutant commands, "GUIDES, POST."

o. At the command "GUIDES, POST" the guides move to their normal position in rank. To do this, the guides take one step forward, face to the right as in marching, halt, and about face.

p. After the guides have posted, the battalion adjutant commands, "MARCH ON THE COLORS" (band plays appropriate music for marching on the colors). The narrator requests that visitors rise.

q. Colors march to a location in front of the battalion adjutant and execute a left turn and come to a halt.

r. Battalion adjutant commands, "ORDER, ARMS, (staff order arms on the adjutant's command) POST THE COLORS." The Color Guard does a countermarch and marches to a location on line with the battalion, does a second countermarch and comes to order arms. (Band plays appropriate music while Colors are being posted).

s. After the colors have been posted, the adjutant commands, "PARADE, REST--SOUND OFF."

t. Immediately after the band halts and plays the last note of "SOUND OFF," the adjutant commands, "BATTALION, ATTENTION - PRESENT, ARMS."

u. With the troops still at present arms, the adjutant faces the commander of troops, salutes, and reports, "SIR, THE PARADE IS FORMED."

v. The commander of troops returns the salute and directs the adjutant to "TAKE YOUR POST, SIR."

w. When the adjutant is in position, the commander of troops commands "STAFF DRAW SWORDS."

x. After drawing swords, with the troops still at present arms, the commander of troops commands, "ORDER, ARMS--PORT, ARMS--RIGHT SHOULDER, ARMS--PORT, ARMS--LEFT SHOULDER, ARMS--PORT, ARMS--ORDER ARMS."

ENCLOSURE (2)

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y. Officers and staff noncommissioned officers armed with the sword come to "CARRY SWORD" on the first port arms and remain at carry sword throughout the manual, returning to order sword when the troops come to order arms. Color guard and guidon bearers remain at the order.

z. The commander of troops commands, "RECEIVE THE REPORT, SIR."

aa. The adjutant, passing the commander of troops' right side, marches to post, halfway between the troops and the commander, and commands "REPORT."

bb. On report, the company commanders, in succession from right to left, salute and report "A/B COMPANY, ALL PRESENT OR ACCOUNTED FOR."

cc. The adjutant returns salute after each report then faces the Commander of Troops, salutes and reports, "SIR, ALL PRESENT OR ACCOUNTED FOR."

dd. The commander of troops salutes and directs the adjutant, "PUBLISH THE ORDER, SIR."

ee. The adjutant faces the battalion and commands "ATTENTION TO ORDERS."

ff. The adjutant then publishes the order, MARINE CORPS COMBAT DEVELOPMENT COMMAND (date), (month), (year), COMMAND DUTY OFFICER, TODAY IS (rank), (name). COMMAND DUTY OFFICER TOMORROW IS (rank), (name), by order of (name), (rank), COMMANDING.

gg. After publishing the order, still facing the battalion, the adjutant immediately commands "OFFICERS... CENTER...MARCH." The adjutant pauses between each of these commands to allow actions by officers and guides in the battalion to occur.

hh. On the adjutant's own command of "MARCH," the adjutant executes an about face and moves by the most direct route around the right of the commander, and resumes his post in the staff at order sword.

ii. On the adjutant's command, "OFFICERS," all company officers executes carry sword, and all guidon bearers execute carry guidon.

ENCLOSURE (2)

jj. On the command "CENTER," company commanders, platoon commanders and guidon bearers face to the center.

kk. On "MARCH," the band plays and company commanders, platoon commanders, and guidon bearers close to the center at close interval, halt, and face the troop commander at the same time.

ll. While closing center, company commanders oblique to the front to close on line four paces in front of the line of guidon bearers.

mm. After all officers and guidon bearers have closed and face forward, the senior officer commands "FORWARD, MARCH." He guides toward the commander of troops and halts the group six paces from the commander of troops.

nn. The senior officer commands, "OFFICERS, HALT," and the group executes present sword and present guidon using the four count movement.

oo. The commander of troops commands "CARRY, SWORD." On CARRY, the guidon bearers execute the first step of carry guidon and the officers execute order sword. On the command SWORD, guidon bearers and officers complete the movement.

pp. The commander of troops then commands, "POST--MARCH."

qq. On Post, all officers and guidon bearers face about. On March, they all step off. The band starts playing.

rr. The senior officer commands "OFFICERS, HALT," six paces from the line of troops.

ss. The senior officer commands "POST, MARCH."

tt. On "POST," officers and guidon bearers face the direction of their companies.

uu. On "MARCH," officers step off in succession at four pace intervals and resume their post. Guidon bearers step off with their company commanders and resume their post. Company commanders command left or right face and platoon commanders and company commanders come to order sword (this is done in succession by company commanders).

ENCLOSURE (2)

vv. The band stops playing when the last officer has resumed his/her post.

ww. After the officers and guidon bearers have returned to their original positions, the commander of troops commands (in a voice only loud enough for the staff to hear), "BOX THE STAFF."

xx. Adjutant commands, "STAFF, LEFT, FACE;" "FORWARD MARCH;" "COLUMN RIGHT, MARCH;" "COLUMN RIGHT, MARCH;" "MARK TIME MARCH;" "STAFF, HALT;" "RIGHT, FACE." Commander of Troops executes about face.

yy. The commander of troops faces the reviewing area and waits for the reviewing party to take position in the reviewing area.

zz. When the reviewing officer is in position, the commander of troops faces the battalion and commands "PRESENT, ARMS."

aaa. The commander of troops faces about and commands, "STAFF, PRESENT, ARMS," to the reviewing officer, (gun salute). (Reviewing officer flag is broken).

bbb. After the reviewing officer returns the salute, the commander of troops faces about and commands, "Battalion, Order, ARMS." He/she faces about, and commands "Staff, Order Arms."

ccc. The commander of troops then commands, "PERSONS TO BE DECORATED, RETIREES, AND ALL COLORS CENTER, MARCH."

ddd. The battalion staff will come to carry sword and face to the right on the command, Center. On the command March, they will move 10 paces to allow room for the colors to pass and come to a halt, face left; after the colors have passed, the staff faces left and moves back to their position.

eee. ON "PERSONS," color guard comes to carry colors.

fff. Commander of troops moves to a position 10 paces in front of the colors. Commander of troops salutes the colors, faces about and commands, "FORWARD, MARCH."

ggg. On March, persons to be decorated and retirees move by the most direct route to the following posts.

ENCLOSURE (2)

(1) Commander of troops, 10 paces in front of the reviewing officer.

(2) Persons to be decorated, 15 paces on front of the reviewing officer.

(3) Colors, \*I823\*20 paces in front of the reviewing officer.

hhh. Once the colors have passed, the battalion staff returns to its original position.

iii. Once persons to be decorated and retirees are in position, the commander of troops salutes and reports, "SIR, PERSONS TO BE DECORATED/RETIRED AND ALL COLORS ARE PRESENT."

jjj. The reviewing officer returns the salute and orders, "PRESENT THE COMMAND, SIR."

kkk. The commander of troops returns to his post by the most direct route around the right flank of persons to be decorated, retired persons and colors.

lll. On reaching his post, he commands, "BATTALION, PRESENT, ARMS;" faces about and orders, "STAFF, PRESENT, ARMS."

mmm. The band plays the National Anthem.

nnn. When the band stops playing, the commander of troops commands, "STAFF, ORDER, ARMS;" then faces about and commands "BATTALION, ORDER, ARMS; BATTALION, PARADE, REST." Commander of troops faces about and commands "STAFF, PARADE, REST."

ooo. The reviewing officer presents awards/citations and returns to his position.

ppp. Ushers escort wives of retirees from the front row of seating to a position on their husband's left. Ushers take positions behind the person they escorted. The reviewing officer presents appropriate citation/certificate and rose to wives. After the last presentation ushers will escort wives back to their seats.

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qqq. The senior Marine marches the persons to be decorated/retired to the left of the reviewing officer and at normal interval and faces the line of troops (colors return to the position on the troop line).

rrr. The commander of troops moves the staff 10 paces to the right to allow the colors to return to their position. After the colors have passed, the commander of troops and staff return to their position. (Commander of troops salutes the colors as they pass.) Commander of troops must face the troops until the colors are in position.

sss. Once the colors and persons decorated/retired are in position, the reviewing officer directs the commander of troops to, "MARCH THE COMMAND IN REVIEW."

ttt. The commander of troops faces the battalion and commands, "PASS IN REVIEW."

uuu. All companies execute all commands given by the commander of troops.

(1) Commander of troops commands, "BATTALION, RIGHT, FACE"..."RIGHT SHOULDER, ARMS" (On commander of troop's command "RIGHT FACE," the company commanders, platoon sergeants and company platoon guides take their post in the columns.)

(2) Commander of troops commands, "STAFF, CARRY, SWORD."

(3) Commander of troops commands battalion, "FORWARD, MARCH."

(4) Commander of troops and staff step off with the battalion on "MARCH." The commander of troops commands, "RIGHT TURN MARCH; LEFT TURN MARCH; LEFT TURN MARCH," so that the staff is in position at the head of the band.

(5) Eyes right is given by units when six paces from the nearest member of the reviewing party. Ready front is given six paces after passing the last member of the reviewing party. At that time the staff turns out of the parade column and takes a position on line to the right of the reviewing party. After the staff comes to a halt, the staff returns swords with the commander of troops.

ENCLOSURE (2)

The leading platoon of each company executes "EYES RIGHT" on the command of execution of the company commander, the remaining platoons in each company execute "EYES RIGHT" on the command of their platoon commanders.

(6) As National Colors approach, commander of troops commands, "STAFF, HAND, SALUTE," and "READY, TWO," as the Colors pass.

vvv. The parade unit will clear the parade field.

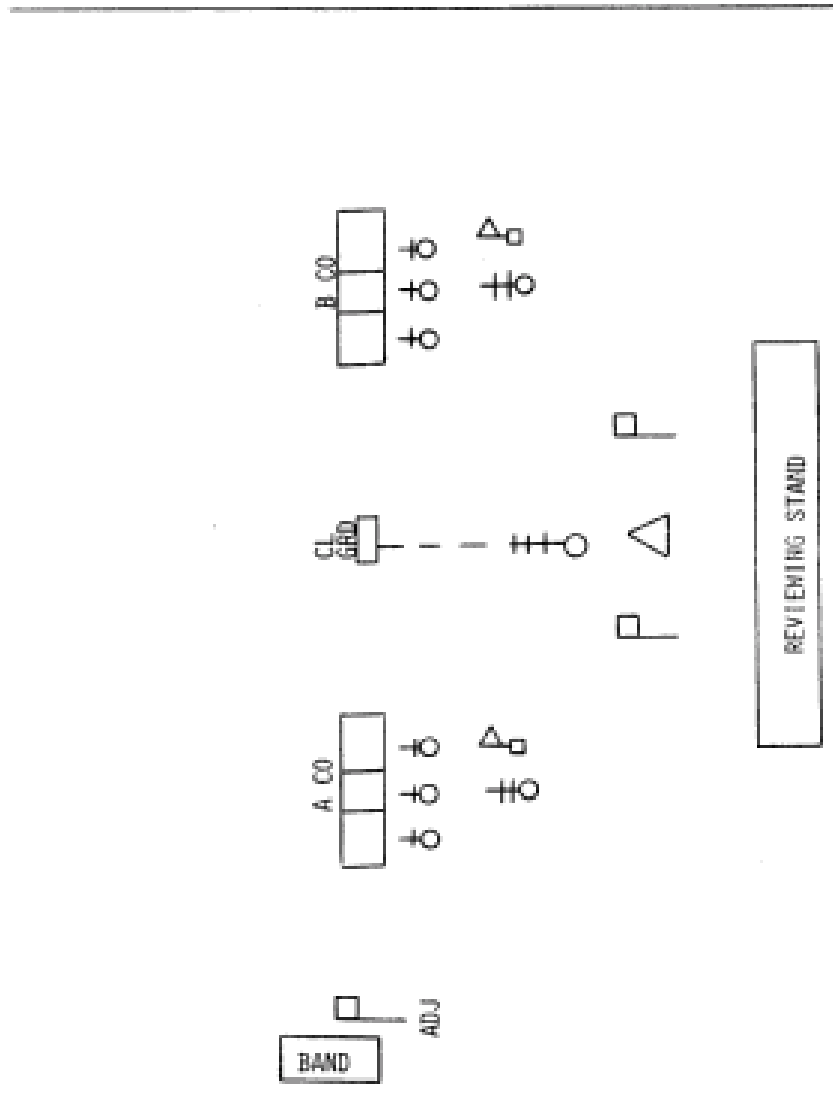
www. "Anchors Aweigh" will be played prior to "The Marines' Hymn."

xxx. After "The Marines' Hymn," commander of troops faces left and salutes the reviewing officer, faces left and commands, "STAFF DISMISSED."

yyy. After marching off the parade ground following the march in review, the Colors, and color company return the colors. Units march to their respective areas and are dismissed by their commanders.

ENCLOSURE (2)

DIAGRAM OF PARADE FIELD



INCLEMENT WEATHER SEQUENCE OF EVENTS

1. The ceremony may be conducted in Hangar 2105, Marine Corps Air Facility.
2. All military personnel, dependents and guests attending are requested to be seated 10 minutes prior to the commencement of the ceremony.
3. The honor guard for the ceremony will consist of the honor guard commanders, company guidon bearers, platoon commanders, platoon sergeants, and platoon guides. Platoons will have three squads of nine Marines. Also included are the Quantico Marine Band and MCCDC Color Guard.
4. The sequence of events is as follows:
  - a. At H-Minus 10 minutes, the honor guard is in position.
  - b. At H-Minus five minutes, the honor guard commander command, "HONOR GUARD, ATTENTION." All commands are executed on the order of the honor guard commander.
  - c. Honor guard commander commands, "PARADE, REST."
  - d. Person(s) to be decorated and retirees take their preliminary positions.
  - e. Bugler sounds "Attention" as reviewing party enters the Hangar.
  - f. Honor guard commander commands, "HONOR GUARD, ATTENTION." When the reviewing party is in position, honor guard commander commands, "PRESENT, ARMS." Musical honors are rendered, as appropriate.
  - g. At the completion of honors, the honor guard commander commands, "ORDER, ARMS; PERSON(S) TO BE DECORATED, RETIREES, AND COLORS, CENTER, MARCH."
  - h. On the command, "MARCH," person(s) to be decorated and retirees move by the most direct route, to a position centered on and three paces in front of the colors.

ENCLOSURE (4)

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i. The honors guard commander takes position centered on and three paces in front of the group to be decorated or retired and executes an about face and commands "FORWARD, MARCH."

j. Upon the Commander's command the entire group marches forward. Upon reaching a point five paces from the reviewing officer, the honor guard commander halts the group by the command, "DETACHMENT, HALT." Salutes the reviewing officer and reports, "SIR, PERSON(S) TO BE DECORATED, RETIREES AND ALL COLORS ARE PRESENT."

k. The reviewing officer returns salute and orders, "PRESENT THE COMMAND, SIR."

l. The honor guard commander moves around the right flank of the colors, resumes original position, commands, "PRESENT, ARMS," faces about and executes, present sword. The band plays the "National Anthem."

m. At the conclusion of the "National Anthem", the honor guard commander commands, "ORDER, ARMS---PARADE, REST."

n. Citations are read, decorations are presented, retirees' orders are read and retirement and wives' certificates are presented. Persons being decorated and retired render the hand salute immediately after shaking hands with the reviewing officer.

o. After the presentations, the reviewing officer returns to the reviewing area.

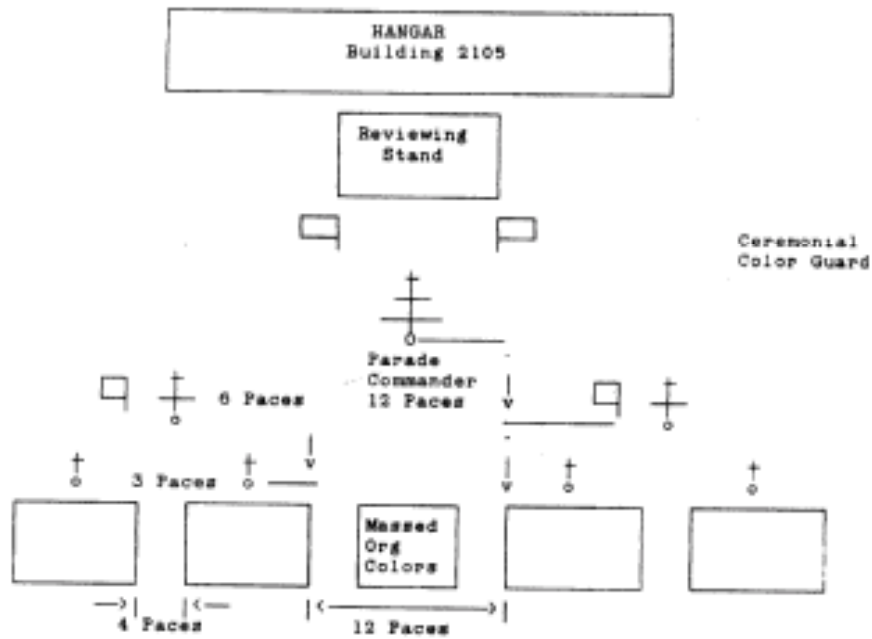
p. Honor guard commander commands, "HONOR GUARD, ATTENTION." "DETAIL, RIGHT, FACE; FORWARD, MARCH." On command of execution, persons decorated and retirees move to form a line at normal interval on left of the reviewing officer. Colors return to troop line, honor guard commander moves to permit the Colors to pass, salutes as Colors pass, and returns to his original position.

q. Band, plays "Auld Lang Syne" followed by "Anchors Aweigh" and "The Marines' Hymn."

r. Honor guard commander reports, "SIR, THIS CONCLUDES THE CEREMONY."

ENCLOSURE (4)

DIAGRAM OF INCLEMENT WEATHER FORMATION



In the event of inclement weather, the ceremony may be conducted in Hangar 2105 using the same formation with units at close interval. The sequence of events will be the same with the exception of passing in review, which will not take place if the inclement weather plan is initiated.

FORMAT FOR AWARD CITATION

THE SECRETARY OF THE NAVY  
WASHINGTON, D. C. 20350

The President of the United States takes pleasure in  
presenting the LEGION OF MERIT TO

GRADE NAME

UNITED STATES MARINE CORPS

for service as set forth in the following

CITATION

For exceptionally meritorious conduct in the performance of  
outstanding service as Commanding Officer, Security Battalion, Marine  
Corps Combat Development Command, Quantico, Virginia from (DATE)  
through (DATE). During his tenure, (GRADE, NAME), astute and  
profound understanding of police correctional management and  
services, and personal dedication to excellence inspired an  
unprecedented level of productivity in Security Battalion. He  
expertly interfaced the Command's various security-oriented efforts  
and programs into a competent departmental endeavor, which fully met  
the policy, investigative, and other security requirements of the  
Command's organizations. Through his steadfast leadership and  
perseverance, he was instrumental in the establishment of the  
Prisoner Parolee Program; the introduction and consummation of the  
Education Preparatory Program for confined prisoners and staff  
personnel to pursue achievement of a high school diploma; and the  
establishment and maintenance of outstanding rapport between military  
and civilian law enforcement agencies in adjacent civilian  
communities. (GRADE, NAME) professionalism, managerial expertise,  
and selfless devotion of duty reflect great credit upon himself and  
is in keeping with the highest traditions of the Marine Corps and the  
United States Naval Service.

FOR THE PRESIDENT

(NAME)

SECRETARY OF THE NAVY

(Only underlined portions are to be read)

ENCLOSURE (6)

FORMAT FOR RETIREMENT ORDER

1. The format to be followed for the reading of retirement orders for officers and staff noncommissioned officers is shown below.

a. Officers

"From: Commandant of the Marine Corps  
To:

Subj: Release from Active Duty and Transfer to the  
Retired List

1. On \_\_\_\_\_, you will be placed  
(Date, Month, Year)

on the Marine Corps Officers Retired List, having completed more than  
\_\_\_\_\_ years service."  
(Number of years)

b. Staff Noncommissioned Officers

"From: Commandant of the Marine Corps  
To:

Subj: Transfer to the Fleet Marine Corps Reserve

1. Effective \_\_\_\_\_, you are released  
(Date, Month, Year)  
from active duty and transferred to the Fleet Marine Corps Reserve.  
You will assume your status in the Fleet Marine Corps Reserve the  
following day, having completed more than \_\_\_\_\_ years  
service."  
(Number of years)

ENCLOSURE (7)

SEQUENCE OF EVENTS FOR CEREMONIES  
CONDUCTED ON THE QUARTERDECK OF LEJEUNE HALL

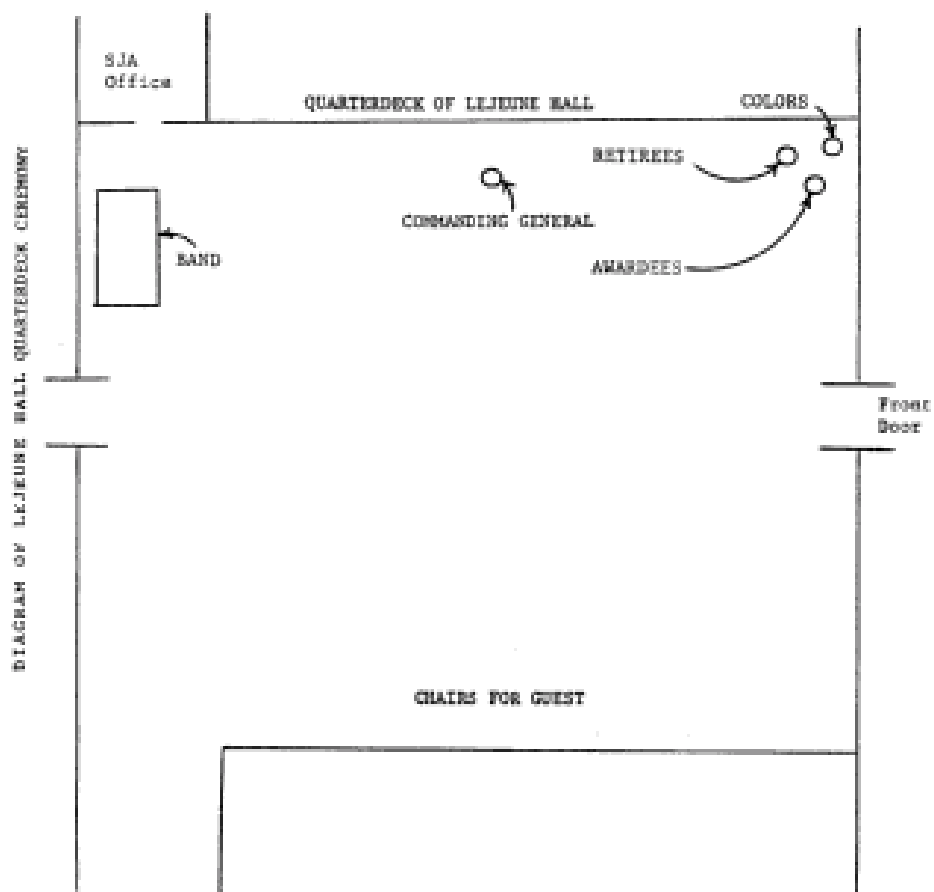
1. Prior to H-Hour

- a. Install colors and quiet signs.
- b. Install chairs and seat guests.
- c. Retirees will be in position in front of colors, with awardees on extreme right facing guests.

2. H-Hour Sequence

- a. Announce "Ladies and Gentlemen, the Commanding General." All rise.
- b. The Commanding General, accompanied by the Aide-de-Camp enters and proceeds front and center.
- c. All persons are requested to be seated.
- d. The Commanding General makes remarks.
- e. At the completion of the Commanding General's remarks the first Retiree/Awardee proceeds to a position centered and facing the Commanding General. The narrator will then read the Retirement Order/Citation. The Commanding General with the assistance of the Command Sergeant Major or Aide-de-Camp delivers awards (at the completion of reading of Retirement Order, and any award, retiree's wife will be escorted to position on retiree's left for presentation of Certificate and rose). Upon completion of presentation, Retiree/Awardee returns to original position (wife is escorted to seat). At this point, next retiree/awardee proceeds to position and sequence continues.
- f. Band plays - "Auld Lang Syne" (if any retirements)
  - "Anchors Aweigh" (if any Navy personnel are participating in the ceremony)
  - "The Marines' Hymn"
- g. Commanding General departs.
- h. Ceremony is concluded.

ENCLOSURE (8)



## INSTRUCTIONS FOR EXECUTION OF DAILY COLORS

1. The traditional execution of morning and evening colors with appropriate honors and ceremony is one of the hallmarks of the Corps. To ensure consistency in the execution of these ceremonies aboard MCCDC, the following guidance is provided:

### 2. Preparation

a. Prior to colors, the Command Duty Officer (CDO) will make a precise time check with the U. S. Naval Observatory Master Clock (91-202-653-1800) and synchronize time pieces accordingly.

b. Morning colors are executed at 0800 daily.

c. Evening colors will be conducted daily at sunset.

d. The Command Adjutant assigns personnel to the color detail for morning colors. The color detail for morning colors and the field music will report to the Adjutant for inspection at 0730. After inspection, they will report to the CDO.

e. The Commanding Officer, Security Battalion, assigns personnel to the color detail for evening colors, and morning colors on nonworking days. The color detail for evening colors and the field music will report directly to the CDO for inspection 30 minutes prior to assuming their post.

### 3. Morning Colors

#### a. Initial Positions

(1) The color detail, field music, CDO and Assistant Command Duty Officer (ACDO) will assume their initial positions no later than six minutes prior to the time for colors. The detail assigned to hoist the ensign is formed in line five paces from the base of the main landing to Lejeune Hall with the noncommissioned officer in the center and carrying the ensign. The field music assumes a position one pace to the rear of the detail. The CDO and ACDO assume a position one pace to the rear of the field music.

(2) When the color detail marches to the flagpole, the field music stops 20 paces from the initial position. The CDO and ACDO stand fast. The detail marches to the flagpole, halts and attaches the ensign to the halyards prior to first call. The halyards are

ENCLOSURE (10)

manned by the two nonrated Marines who take their positions on opposite sides of the flagpole and face it, so they will be able to hoist the ensign without fouling it. The noncommissioned officer will hold the ensign until it is hoisted clear of his/her grasp to prevent it from touching the deck.

b. Hoisting the Ensign

(1) On the first note of the music, the ensign will be smartly raised. When the ensign is clear, the noncommissioned officer (NCO) comes to attention and executes the hand salute. The other members of detail grasp the halyard in their left hand and execute the hand salute after the ensign is hoisted. On the last note of "TO THE COLORS" all members of the detail terminate the hand salute. If the ensign is to be half-masted, it is then lowered smartly to that position. The halyards are then secured to the cleat of the mast.

(2) The detail is again formed, salutes the colors and marches toward its initial position. The field music will execute an about face and march forward to the initial position, halt, execute a right face, take three steps forward, halt and execute a left face. The color detail will halt on line with the field music. The senior member will report to the CDO, "MORNING COLORS, EXECUTED, SIR/MA'AM." The CDO returns the salute. The CDO and ACDO then execute an about face and the entire detail moves into Lejeune Hall.

4. Evening Colors

a. The detail is formed as for morning colors, marched to the flagpole, and the halyards are manned in the same manner as for hoisting the ensign.

b. On the first note of "RETREAT," the ensign will be slowly lowered. If at half mast, it is first hoisted smartly to the truck on the first note of the music and then slowly lowered. The ensign will be caught by the noncommissioned officer at the last note of the music. The ensign is detached from the halyard, and the halyard is then secured to the mast.

c. The detail is again formed, salutes the colors and marches toward the initial position. The field music will sound off and the detail will conduct an about face and march forward to their initial position, halt, execute a right face, take three steps forward, halt and execute a left face. The color detail will halt on line with the field music. The senior member will report to the CDO, "EVENING ENCLOSURE (10)

COLORS, EXECUTED, SIR/MA'AM." The CDO returns the salute. The CDO and ACDO then execute an about face and the entire detail moves into Lejeune Hall.

## 5. Field Music

a. At five minutes prior to colors, the CDO will command, "SOUND FIRST CALL," and the field music will sound the "FIRST CALL."

b. At 10 seconds prior to colors, the CDO will command, "SOUND ATTENTION," and the field music will then sound "ATTENTION."

c. Morning colors will be executed precisely on the CDO's command "COLORS," at 0800. "TO THE COLORS" will be sounded at 0800 by field music. All hands will execute the hand salute on the first note of music and terminate the hand salute on the last note of music. After the last note of music, the field music will pause one second and sound "CARRY ON" without command. When the color detail marches toward its initial position, the field music will execute an about face and march forward to their initial position halt, execute a right face, take three steps forward, halt and execute a left face.

d. Evening colors will be executed precisely at sunset. "RETREAT" will be sounded at sunset by the field music on command of the CDO, "COLORS." After the last note of music, the field music will pause one second and sound "CARRY ON" without command. When the color detail marches toward its initial position, the field music will execute an about face and march forward to their initial position, halt, execute a right face, take three steps forward, halt, and execute a left face.

6. Absence of Field Music.\*I822\*. In the absence of the field music, the CDO will utilize a whistle to execute colors. Normal procedures listed in the previous paragraphs will be adhered to with the exceptions of the below:

### a. Morning Colors

(1) At five minutes prior to colors, the CDO will command "SOUND FIRST CALL," and execute one blast from the whistle.

(2) At 10 seconds prior to colors, the CDO will command \*I822\*\*I822\*d "SOUND ATTENTION," and execute two blasts from the whistle.

(3) Colors will then be executed.

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(4) After the ensign is completely hoisted, the CDO will execute three blasts from the whistle and then command "CARRY ON."

b. Evening Colors

(1) At five minutes prior to colors, the CDO will command "SOUND FIRST CALL," and execute one blast from the whistle.

(2) At 10 seconds prior to colors, the CDO will command "COLORS," and then executes 2 blasts from the whistle.

(3) After the ensign is completely lowered, the CDO will execute three blasts from the whistle and then command "CARRY ON."

7. Folding the Ensign

a. Following evening colors, after the color detail has reported to the CDO, it will move into Lejeune Hall. The Flag will be folded in accordance with the below instructions.

b. The ensign is folded in half the long way so the crease parallels the red and white stripes. It is folded in half again so the new crease parallels the red and white stripes and the blue field is to the outside. The fly end (away from the blue field) is folded up to the top so the single edge lies perpendicularly across the stripes. By repeatedly folding the thick triangle thus formed about the inboard edge of the triangle, the ensign is folded into the shape of a cocked hat. When folded properly, only the blue field is visible.

CONDUCT OF MONTHLY MORNING COLORS CEREMONIES

1. At 0745, both sections, officer and enlisted, will fall in at parade rest in three ranks facing the flagpole.
2. The senior person present in the section will take charge of the section and position himself/herself centered in front of the section (see enclosure (12) diagram), as the section leader.
3. At 0745, senior staff members will take their position.
4. At 0750, the Commanding General and the Sergeant Major take their positions. The Band Director will then report to the Commanding General the band's musical selections.
5. After the Commanding General has taken his position, the band will then perform their arrangements.
6. AT 0759, the Drum Major will command, "ONE MINUTE BEFORE MORNING COLORS." At 0759:45, the Drum Major will command, "SOUND ATTENTION." The band sounds attention, plays the National Anthem, followed by carry on.
7. When attention is sounded, all individuals will come to attention. At the commencement of the National Anthem all personnel, with the exception of those personnel in formation, will render the hand salute. The salute will be terminated at the last note of the National Anthem.
8. When awards or retirements are to be conducted, the Sergeant Major commands, "PERSONS TO RECEIVE AWARDS/RETIRE, CENTER; MARCH." The rear recipient commands, "MARK TIME, MARCH; DETAIL, HALT; RIGHT, FACE; HAND, SALUTE; READY TWO."
9. The Commanding General and the Sergeant Major march forward and the Commanding General centers on the first award recipient. The narrator will read each citation as the Commanding General centers on an award recipient.
10. After the last award, the Commanding General and the Sergeant Major face about and return to their positions.
11. The Sergeant Major commands, "POST, MARCH" and the award recipients face left and march off. Once they are past the officer platoon, the rear recipient will command, "DETAIL, HALT; LEFT, FACE," and the recipients will remain at the position of attention.

ENCLOSURE (11)

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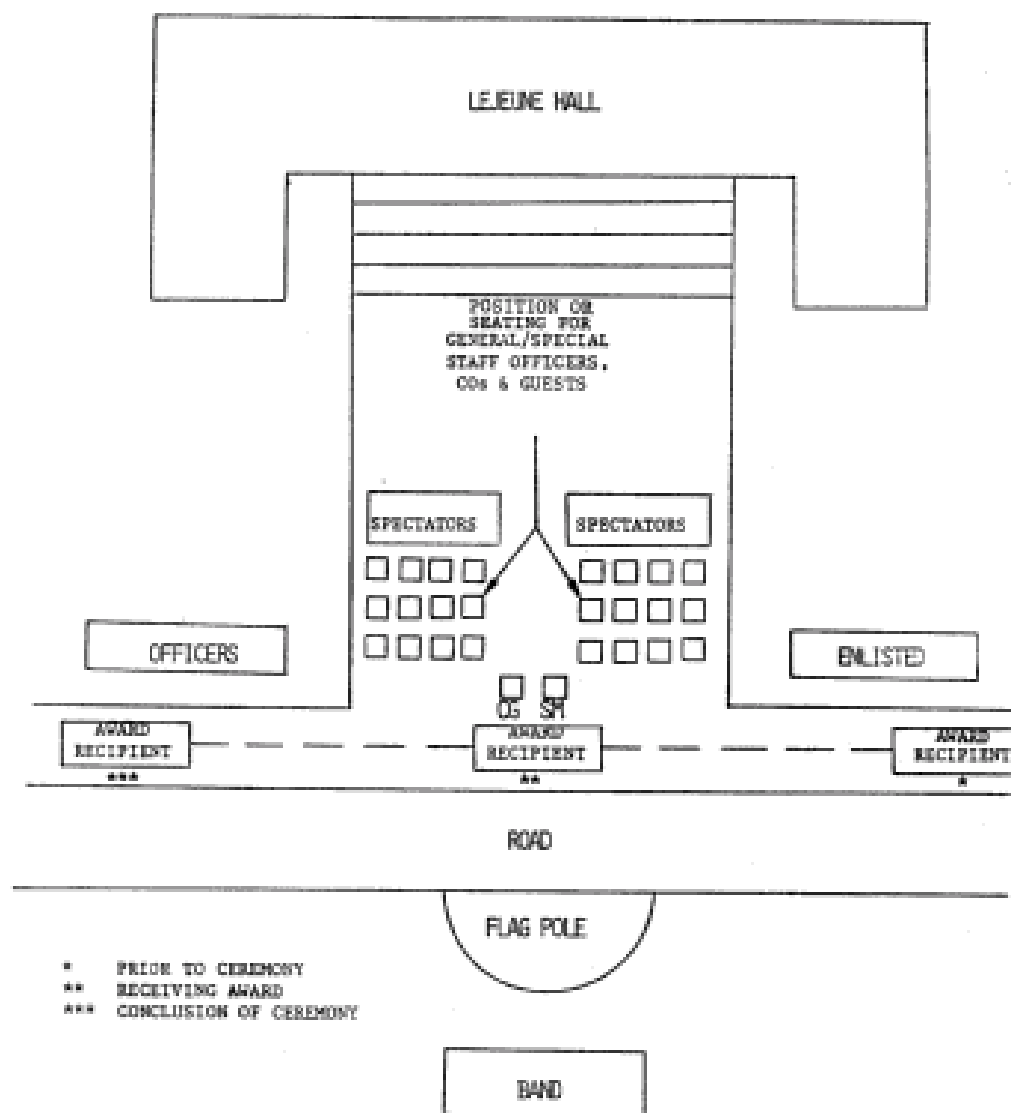
12. Following securing of the color lanyard, or alternatively the awards/retiree sequence, the band will then play "Anchors Aweigh" followed by "The Marines' Hymn." The Band Officer will then salute and report to the Commanding General, "This concludes this Morning's Color Ceremony, Sir."

13. Upon completion of the ceremony, the Commanding General and the Sergeant Major will leave their position and exit the ceremony area through the front door of Lejeune Hall, or alternatively offer congratulations to the award recipients. Once the Commanding General has left his position, the Chief of Staff, Marine Corps Base will dismiss the staff. The staff will then exit the ceremony area, or alternatively file by the recipients and offer congratulations. The individuals in charge of the sections will then dismiss their sections.

14. Upon completion of "The Marines' Hymn," and departure of the Commanding General and senior staff the band will march off the field. The color detail will depart immediately thereafter.

15. Periodically, the Chief of Staff, Marine Corps Base will designate a responsible individual to inspect the officer or enlisted sections. When so notified, each section leader will give their section "AT EASE" until the award recipients and senior members of the staff have departed the area. Once the area is clear each section leader will prepare their section for inspection by giving the commands, "ATTENTION; OPEN RANKS; MARCH; READY, FRONT;" and then report their section ready for inspection.

ENCLOSURE (11)



SAMPLE PARADE PROGRAM

COVER PAGE

EVENING PARADE

MCCDC LOGO

DATE

MARINE CORPS COMBAT DEVELOPMENT COMMAND

PAGE 1

MARINE CORPS COMBAT DEVELOPMENT COMMAND

\* \* \* ( 3 STARS )

COMMANDING GENERAL

RANK NAME USMC

\* (OR AS APPROPRIATE)

REVIEWING OFFICER

TITLE

RANK NAME USMC

PAGE 2

BIOGRAPHY OF COMMANDING GENERAL

PAGE 3

BIOGRAPHY OF REVIEWING OFFICER

PAGE 4

SEQUENCE OF EVENTS

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PAGE 5

NAME OF AWARDEES/RETIREES

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BACK COVER

MARINE CORPS EMBLEM

ENCLOSURE (13)